



## Meeting Minutes

### QU Academic Program Review and Curriculum Enhancement Committee (APR&CE)

<b>Date of Meeting:</b>	Thursday, October 30, 2014		
<b>Time of Meeting:</b>	8:00 to 09:50		
<b>Minutes Prepared by:</b>	APLOA Office		
<b>Meeting No:</b>	2		
<b>Meeting Location:</b>	Executive Meeting Room, Administration Building, 3 <sup>rd</sup> Floor		
<b>1. Purpose of Meeting</b>			
<i>Curriculum Enhancement Requests</i>			
<b>2. Attendees</b>			
<b>Name</b>	<b>Department/Division/Role</b>	<b>E-mail</b>	<b>Phone</b>
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Hassan Abdel-Aziz	Assoc. Dean Acad. Aff., CAS, member	hassan.aziz@qu.edu.qa	4403 4783
Dr. Steven Wright	Assoc. Dean Planning & QA, CAS, member	swright@qu.edu.qa	4403 6520
Dr. Sherief Khalifa	Assoc. Dean Acad. Aff., Pharmacy, member	sherief@qu.edu.qa	4403 5561
Dr. Clayton Keller	College of Education / Member	clay.keller@qu.edu.qa	4403 5228
Dr. Adam Fadlalla	Assoc. Dean for Acad. Aff., CBE, member	fadlalla@qu.edu.qa	4403 5070
Dr. Adel Gastli	Assoc. Dean for Acad. Aff., CENG, member	adel.gastli@qu.edu.qa	4403 4232
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
Dr. Yaser Khalailah	Assoc. Dean for Acad. Aff., CLAW, member	khalailah@qu.edu.qa	4403 5277
<b>3. Absent / Apologies</b>			
Dr. Maha Al-Hendawi	Director of CCP, member	maha.alhendawi@qu.edu.qa	4403 4043
Dr. Mahroof Athambawa	Assistant Professor, CSIS, member	mahroofa@qu.edu.qa	4403 4434
<b>4. Invited</b>			
Dr. Rana Sobh	HoD, Management and Marketing, CBE	r.sobh@qu.edu.qa	4403 5033
Dr. Belaid Aouni	Assoc. Dean Research & Grad. Programs, CBE	baouni@qu.edu.qa	4403 6730
Dr. Ousama Anam	HoD, Accounting & Information Systems, CBE	ousama.anam@qu.edu.qa	4403 5055
<b>5. Detailed Meeting Agenda</b>			
<ul style="list-style-type: none"> <li>→ <b>Follow up on Previous Committee Meeting</b></li> <li>→ <b>Program Restructuring Proposal:</b> <ul style="list-style-type: none"> <li>- <b>The Management Information Systems Program Restructuring Proposal</b></li> </ul> </li> <li>→ <b>Graduate Programs Related Policies:</b> <ul style="list-style-type: none"> <li>- <b>Admission; Graduation; Master and PhD Level Degree Requirements</b></li> </ul> </li> <li>→ <b>Discuss Curriculum Enhancement Proposals:</b> <ul style="list-style-type: none"> <li>- <b>CBE: Update Registration Restrictions for CBE Major Required Courses</b></li> <li>- <b>CAS: Update Prerequisite for the MATS 540 course</b></li> </ul> </li> <li>→ <b>Fast Track Curriculum Enhancement Proposals:</b> <ul style="list-style-type: none"> <li>- <b>CAS: Update Prerequisite for the CHEM 351 course</b></li> </ul> </li> <li>→ <b>Additional Topics</b> <ul style="list-style-type: none"> <li>- <b>CHEM Remove course from degree requirements of CEDU offered Secondary Education Program.</b></li> <li>- <b>Offering of Minors to Non Native Speakers in Arts programs (English Literature and Linguistics Program)</b></li> <li>- <b>New Program Full Proposals received from CEDU: BS, MS, PhD</b></li> <li>- <b>Review Course Designation in Banner Based on Faculty Workload and Credit Hours Policies.</b></li> <li>- <b>Updated Deadline for Submission of New Program Proposals</b></li> <li>- <b>Ongoing Revision of APR&amp;CE Related Policies and Procedures</b></li> </ul> </li> </ul>			

## 6. Meeting Notes, Decisions, Issues

The meeting started with a brief presentation of statistical data about the number and type of requests received from Programs and Colleges during the 2013-2014 Academic Year. The committee received and processed 130 requests and approved 113 requests during the 2013-2014 AY. It is to be noted that the total number of requests is counted using courses as the unit and not requests. That is, if a request includes changes in three different courses, for the purpose of the statistical analysis, it was counted as three separate requests.

The number of curriculum enhancement requests submitted during last academic year presents a sharp decline, about 50%, when compared to the number of requests submitted during the 2012-2013 or the 2011-2012 academic years. This is mostly due to the fact that many new programs initiated in the last three years reached stability. However, it is to be noted that there is still very limited use of assessment results in justifying requested changes. Colleges and programs should exert more efforts to ensure that submitted requests are justified based on assessment results and/or other relevant evidence.

### ***Graduate programs related policies:***

The Committee Chair briefly presented the draft version of the policies listed below and invited discussion on these policies:

- Graduation requirements policy for graduate programs
- Graduate admission requirements policy for graduate programs
- The Master level degree requirements
- The PhD level degree requirements

### ***Committee Action/ Recommendation***

Committee members requested additional time to share these policies with concerned colleagues at all colleges and programs for additional review and feedback. Committee members agreed to a period of one week to review the policies and to send the program/college feedback to the APLOA office for aggregation of all communicated feedback. A final report will be developed by the APLOA office to be shared and approved by committee members before its communication to the AVP for Graduate Programs for consideration. During the meeting, committee members raised a certain number of observations/concerns listed below:

- A number of similar policies were developed by the office of the AVP for Graduate Programs and implemented during last academic year. It may be best to allow some time to first evaluate the effectiveness of these policies before revising them or developing new policies.
- Admission to PhD programs should be opened to holders of professional Master degrees when appropriate. This should be benchmarked with other universities.
- The policies should clarify or define “postgraduate programs” and “graduate programs” and use them consistently in the policy documents.
- More flexibility should be included in the graduation requirements (for example, expecting Master students to publish at least one article in reputable journals by the time they defend their thesis may need to be reconsidered). The term “reputable” need also to be defined. In addition, for some program “journals” may not be the appropriate publication medium and thus other type of publications may need to be considered for graduation requirements.
- The PharmD program is included in the policy however the MD program (the degree that will be offered by the College of Medicine) is not included and should be considered.
- Review the number of credit hours to be transferred as the document indicates that a maximum of 9 CH can be transferred. In case students graduate from a Master Degree from QU should consider whether they should be allowed to transfer more than 3 courses towards their PhD degree. The proposed limit of 9 CH may need to be reconsidered particularly if the university plans to offer joint Master & PhD programs in the future. At least, the transfer of more CHs for joint degrees should be considered.

- The proposed conditional admission should be discussed with the Student Affairs Office to ensure its feasibility as a similar proposal was introduced when the reinstatement policy was approved and the office of Student Affairs indicated that it will be difficult to automate the process. Thus, careful consideration should be given to this rule.
- The condition of not allowing faculty member employed by Qatar University with the rank of lecturer or higher to enroll in a postgraduate or graduate program offered in the department in which they are affiliated should be revised/reconsidered. The university does allow Research/Graduate Assistants to work within departments offering programs they are enrolled in.
- The minimum number of CH to graduate per degree should be revised to provide for more flexibility.
- The impact of these policies and the degree requirement rules on the number of credit hours a student may register-in in every semester is to be studied. So is the impact of the proposed policies on the dismissal policy.
- For statement 8 of the graduate admission policy, it is stated that those who completed a professional master degree at QU are not eligible for admission into a PhD program. Specific reference to QU should be removed and the rule, if maintained, should apply to all.

***Program Restructuring:***

- ***Management Information Systems Program Restructuring Proposal:***

The currently frozen MIS program went through a restructuring process. The program proposal was sent to two external reviewers. Both reviewers submitted their reports including feedback and recommendations. The program responded to the reviewers and revised the restructuring proposal taking into consideration the reviewer's recommendations.

***Committee Action/ Recommendation***

Committee members recommends **approval of the request** with the following observations:

- Currently the lab facilities at CBE are shared with the Foundation Program (FP). If the MIS program is going to use these facilities, the program is to consult and reach agreement with FP about the reassignment of the labs to CBE. Evidence of agreement and/or prior communication with FP is to be joined with the final version of the proposal.
- The implementation date of the restructuring should be changed throughout the document from Fall 2014 to Fall 2015.
- The Head of Department's details should be updated to reflect the current situation.
- The major in Economics is missing in the program history section where other majors are listed.
- The Program Operational Objectives should be revised as some of the proposed objectives are more of educational objectives rather than operational objectives.
- The list of courses in the College supporting requirements in section 2 should be corrected as ENGL 250 and 251 are part of one of the CCP packages and MATH and LAWC courses should be added instead.
- The considered sample for the survey conducted to ascertain student's interests in enrolling in the program includes a majority of junior and senior level students who showed high interest in joining the program. However, QU transfer rules does not allow these students to change their major as they exceed 60CH. Analysis of results should focus on freshman and sophomore students.

- The program mission need to be revised as it does not appear to align with the department and QU mission which includes several components: high quality programs, competent graduates, research, and contribution to needs and aspirations of society. The current proposed mission statement does not cover these components and only defines limited skill sets at a low cognitive level (understanding).
- The curriculum mapping is to be revised using the terminology I, D, M (Introduced, Developed, and Mastered). It is against best practices to map all courses to all Program level Learning Outcomes. Thus, the curriculum mapping should be revised.
- The program is encouraged to consult with ITS for the Microsoft license as this is already available at the University.
- The program mentions that new faculty members will be hired and that additional resources are needed. However, these are not reflected in the estimated costs. The program should provide details on the total estimated cost related to the restructuring and the unfreezing of the program.

### **Curriculum Enhancement Proposals**

- **CBE: Update Registration Restrictions for CBE Major Required Courses**

The College of Business and Economics requested to update the registration restriction for major required courses to limit enrollment to students who have declared their major or minor as detailed below:

Course ID	Major Restriction	Minor Restriction
ACCT 221	Accounting	Accounting
ACCT 222	Accounting	Accounting
ACCT 331	Accounting	Accounting
ACCT 333	Accounting	Accounting
ACCT 421	Accounting	Accounting
ECON 211	Economics	Economics
ECON 212	Economics	Economics
ECON 214	Economics	Economics
ECON 311	Economics	Economics
ECON 453	Economics	Economics, International Business
FINA 301	Finance	Finance
FINA 302	Finance	Finance
FINA 303	Finance	Finance
FINA 304	Finance	Finance, International Business
MAGT 301	Management	Management
MAGT 302	Management	Management
MAGT 303	Management	Management , Entrepreneurship
MAGT 306	Management	Management , International Business
MAGT 406	Management	Management
MAKT 301	Marketing	Marketing , International Business
MAKT 302	Marketing	Marketing
MAKT 303	Marketing	Marketing , International Business
MAKT 304	Marketing	Marketing
MAKT 401	Marketing	Marketing

The College is facing problems due to student's late declaration of their major/minors. This impacts the assessment of program learning outcomes and the planning of course offering. The college representative indicated that after completion of the ongoing review of QU policy for declaring a Major/Minor, the college may request to remove the proposed restrictions if the revised policy resolves the identified issues.

### ***Committee Action/ Recommendation***

Committee members recommends **approval of the request** provided that the college update sit request based on the following observations:

- A number of courses such as ACCT 331, FINA 304, MAKT 303 are offered as part of the degree requirement of other programs at QU as required and/or elective courses. The requested registration restrictions must be updated to include programs where these courses appear in the degree requirements such as the Industrial Systems Engineering program, the Sport Science program, the Mass Communication program or the minor in Entrepreneurship.
- Feedback from Student Affairs on the feasibility of implementing the request in Banner is a prerequisite for approving the request.

- ***CAS: Update Prerequisite for the MATS 540 course***

The Master in Materials Sciences and Technology program requested to update the course prerequisites as detailed below:

Course Id	Course title	Current course prerequisites	New requested prerequisites
MATS 540	Advanced Materials and Composites	MATS 513 AND MATS 511	MATS 511

The MATS 511 course covers, at the appropriate level, all topics needed to prepare students for the MATS 540 course.

### ***Committee Action/ Recommendation***

Committee members recommends **approval of the request.**

### ***Fast Track Curriculum Enhancement Proposals:***

A new fast track is proposed for requests that do not require prior review by committee members but rather notification/discussion during the meeting. For example, a request may be submitted to resolve a technical issue and the requested change/update is consistent with the committee prior decisions.

- ***CAS: Update Prerequisite for the CHEM 351 course***

The College of Arts and Sciences requested to update the course prerequisites for CHEM 351 as detailed below:

Course Id	Course title	Current course prerequisites	New requested prerequisites
CHEM 351	Basic Biochemistry	CHEM 211	CHEM 211 OR CHEM 209

The Chemistry program requested during last academic year to replace the course CHEM 211 “Organic Chemistry I” offered to a number of programs at QU by a new CHEM 209 course titled “Fundamentals in Organic Chemistry”. The CHEM 351 course is also offered to these programs. Thus, the prerequisites of the CHEM 351 course should be updated to allow students enrolled in programs where CHEM 209 was introduced to register in the CHEM 351 course.

### ***Committee Action/ Recommendation***

Committee members recommends **approval of the request.**

**Additional Topics:**

- **CEDU: Change in the list of courses for the Chemistry concentration of the Secondary Education program**

The Secondary Education program approved last year the replacement, in the Chemistry Concentration Area offered by the program, of the CHEM 211 “Organic Chemistry I” course by a new CHEM 209 course titled “Fundamentals in Organic Chemistry”. The College is requesting to revert the decision and include the CHEM 211 course instead of the CHEM 209 as the CHEM 211 course best prepares students for the CHEM 212 course “Organic Chemistry II”. However, since the number of credit hours of the CHEM 211 course were changed to 4 CH, this will result in an increase of the total number of CH for the Chemistry Concentration Area package. Thus, the program requested to remove the CHEM 213 course “Experimental Organic Chemistry” (1 Credit Hour) from the list of courses included in the concentration area in order to maintain the 45 CH requirement for the Chemistry Concentration Area package.

**Committee Action/ Recommendation**

Committee members recommends approval of the request.

- **CAS: Offering Minors for Non-Native Speakers Students**

Non-native speakers students majoring in Arts programs (programs taught in English) are not able to register in the university offered Arts minors as all Arts minors at QU are taught in Arabic. Almost all English taught minors except those offered by CBE are in Sciences. The College of Arts and Sciences is requesting that English taught minors in a field of study other than Science related be opened for enrollment to CAS students to allow Non Native Speaker students enrolled in the Arts majors to complete their minor in a field of study other than Science related.

**Committee Action/ Recommendation**

Committee members discussed the CAS proposal and recommend that the *College of Business and Economics considers opening enrollment in the College offered minor in Business for Non Business* to Non Native Speakers enrolled in the Art programs.

It appears that enrollment in this minor was not open to students in the last semester as the College had to cope with a large increase in the number of students which drained the college resources. The CBE college representative proposed to communicate and discuss the request at the College level and to also consider opening registration in the MIS minor for non-native speaker students. The College of Arts and Sciences and the College of Business and Economics are to consult in order to address this issue.

It is to be noted that this request is to be considered while taking into account the above approved change in course registration restrictions. It is to be noted that manual override of the approved registration restrictions may be required if these restrictions are implemented.

It is also to be noted that CAS already conducted a study to identify current students who may need to register in English taught minors. The study showed that only a small number of students (about 51) need to register in the minor in the next semesters with only one student needs to register in the Spring 2015 semester.

- ***New Program Full Proposals Submitted by CEDU***

The College of Education submitted the full proposals for the following programs which preliminary proposals were approved by the EMC:

- ✓ Bachelor of Education in Special Education
- ✓ Master of Education in Curriculum, Instruction and Assessment
- ✓ PhD in Education

The submitted full proposals are to be reviewed for completeness by the APLOA office. Following the APLOA brief internal review, the committee chair will invite committee members to join task forces that will be charged with overseeing the review process.

CEDU is invited to identify a list of five external reviewers for each of the above listed proposals to be communicated to the APLOA office including the proposed reviewers' contact details and detailed CVs so that the office may proceed with sending these programs proposals to external reviewers as soon as the internal review is complete and an updated version, if required, is completed and submitted by the College.

- ***Updated Deadline for Submission of new Program Full Proposals***

Following discussion and approval by the VP&CAO, the deadline for submission of full proposals for new programs which preliminary proposals were approved by the EMC and which are planned for offering in Fall 2015 is extended to November 30, 2014. The submission deadline for programs planned for offering in Fall 2016 is extended to the end of February 2015.

- ***Review Course Designation for all Courses in Banner:***

Following the university approval of the new faculty workload policy and the new types of instruction, it is critical that the course designation recorded in Banner reflects and be defined in accordance with the new defined types of instructions and those already defined in the Credit Hours policy. To this end, there is an urgent need to review and update Banner records. Committee members will be receiving from the APLOA office the list of all courses offered by their colleges/programs with the associated course designation as currently recorded in Banner. All representatives should communicate with their College/Programs in order to review/update the course designation for all courses and to submit a final report with all required updates to the APLOA office for follow up with the Office of Student Affairs.

- ***Ongoing Revision of APR&CE Related Policies and Procedures***

The Committee Chair informed committee members that the VP&CAO established and charged a committee with reviewing a number of academic policies including the Curriculum Enhancement, Academic Program Review, and Program Initiation policies and procedures. He invited committee members to communicate directly their feedback and suggestions to the committee chair, Dr. Nitham Hindi, Dean of CBE, in order to help revise these policies and improve the efficiency and effectiveness of related procedures and processes.

Committee members also highlighted the importance of ensuring the quality and completeness of requests submitted for review and discussion by the APR&CE Committee. Programs/ Colleges representatives are responsible of reviewing the requests/proposals before their submission and for ensuring the quality of the requests, their adherence to the process, and that they are well documented (prior consultation with concerned programs, all needed forms/templates, ... are provided).

<b>7. Tasks and Assignments Generated During the Meeting</b>			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Provide feedback on the proposed graduate programs' policies and degree requirements.	All College Representatives	<u>Thursday Nov. 6, 2014</u>	MS Word Document Summarizing Feedback and Recommendations
Update the program restructuring proposal for the MIS program	CBE Representative	<u>Thursday Nov. 20, 2014</u>	Revised Proposal
Review the proposal of changing the registration restriction of major-required business courses	CBE Representative	<u>Thursday Nov. 6, 2014</u>	Revised request
Inform programs of the new deadline for submission of requests/proposals to be implemented in AY 15-16	All College Representatives	<u>Thursday Nov. 6, 2014</u>	-
Communicate Current Banner records of course designation to all Colleges	APLOA Office	<u>Thursday Nov. 13, 2014</u>	Email to each college with list of relevant courses as attachment
Communicate updated course designations to APLOA Office	All College representatives	<u>Thursday Dec. 4, 2014</u>	Email with file including updated course designations as attachment
Communicate feedback and suggestions on APR&CE related policies and processes to review committee chair	All members	<u>Thursday Nov. 6, 2014</u>	Direct email to committee chair, Dr.Nitham Hindi: nhindi@qu.edu.qa
<b>8. Next Meeting</b>			
<i>Tuesday November 27, 2014</i>			